

CONTINUING EDUCATION FOR
REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS
PROPOSED REGULATIONS

California Code of Regulations, Title 22, Division 4, Chapter 23, Sections 65800-65808 as follows:

Article 1. Definitions

Section 65800. "Accreditation Agency" means an organization approved by the Department pursuant to Section 65806, which evaluates and grants approval to providers of continuing education and who will comply with the standards established under section 65806 and 65807.

NOTE: Authority: Sections 106610 and 106705, Health and Safety Code. Reference: Section 106705, Health and Safety Code.

Section 65801. "Recognized Provider" means a provider of continuing education courses that meets the provisions of section 65807 and is approved by an Accreditation Agency.

NOTE: Authority: Sections 106610 and 106705, Health and Safety Code. Reference: Section 106705, Health and Safety Code.

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Section 65802. "Approved Coursework" means continuing education courses that have been approved by an Accreditation Agency.

NOTE: Authority: Sections 106610 and 106705, Health and Safety Code. Reference: Section 106705, Health and Safety Code.

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Section 65803. "REHS" means a registered environmental health specialist educated and trained within the field of environmental health as defined in section 106615(c) of the Health and Safety Code.

NOTE: Authority cited: Sections 106610 and 106705, Health and Safety Code.
Reference: Section 106705, Health and Safety Code.

Section 65804. "Contact Hour" means the actual time a REHS participates in continuing education offered by an approved provider, utilizing the following conversion standards:

- (a) 50-60 minutes = 1 contact hour
- (b) 0.1 continuing education unit (CEU) = 1 contact hour
- (c) 1 quarter unit = 10 contact hours
- (d) 1 semester unit = 15 contact hours

NOTE: Authority: Sections 106610 and 106705, Health and Safety Code. Reference: Section 106705, Health and Safety Code.

Article 2. Continuing Education Requirements

Section 65805. Continuing Education Requirements for Renewal of Environmental Health Specialist Registration.

- (a) At the time of biennial registration renewal each REHS shall submit written documentation that he or she has completed a minimum of 24 contact hours of approved continuing education coursework during the last renewal period.
- (b) Each REHS shall retain certificates of completion issued by accreditation agencies or recognized providers for five years following completion of the program.
- (c) A REHS may apply in writing to the Department for an exemption from the continuing education requirements. Exemptions may be granted on the basis of serious illness or military duty. An inactive, retired REHS as described in Health and Safety Code section 106695 is exempt from the continuing education requirement.

(1) Within 30 calendar days of receipt of a request for an exemption from the continuing education requirements, the Department shall inform the REHS in writing that the request is either complete and accepted for review, or that it is deficient with specific information or documentation that is required to complete the request.

(2) Within 30 calendar days of receipt of a completed request, the department shall inform the REHS in writing if the request has been approved or denied.

(d) Instructors may request continuing education credit for each course they teach during the renewal period. The course must be approved by an Accreditation Agency. Instructors will not be granted credit for the same course or other courses with substantially the same content during the renewal period.

NOTE: Authority cited: Sections 106610 and 106705, Health and Safety Code.
Reference: Section 106705, Health and Safety Code.

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Section 65806. Accreditation Agencies

(a) An individual or organization seeking approval to operate as an Accreditation Agency shall submit a written request to the Department. The request shall include documentation of the following:

- (1) The organization's name, address, telephone number, and owner(s).
- (2) A plan demonstrating how the agency will meet the requirements of sections 65806 and 65807.
- (3) The person designated by the organization to be responsible for overseeing the administration and coordination of continuing education courses and all recognized providers.
- (4) A clearly defined process for responding to complaints about recognized providers and the ability to produce specific outcomes that assure that recognized providers comply with section 65807.

(b) The Department's review of an Accreditation Agency shall include an evaluation of the Accreditation Agency's procedures for monitoring the content, faculty, education, methods, and quality, to determine compliance of recognized providers with the requirements of section 65807. The Department shall approve an organization as an Accreditation Agency and issue an approval upon satisfactory review under subsection

(a) 1-4.

(c) Within 30 calendar days of receipt of a request by an organization for approval as an Accreditation Agency, the Department shall inform the organization in writing that the request is either complete and accepted for review, or that it is deficient with specific information or documentation that is required to complete the request.

(d) Within 30 calendar days of receipt of a completed request, the department shall inform the applicant organization in writing whether the organization has been approved as an Accreditation Agency.

(e) An approved Accreditation Agency shall have the following responsibilities:

(1) Maintain a list of the names and addresses of the persons designated as responsible for the recognized provider's continuing education program. The Accreditation Agency shall require that any change in the designated responsible person shall be reported to the agency within 15 days of the effective date of such change.

(2) Notify the Department of names, addresses and responsible party of each recognized provider.

(3) Respond to complaints concerning activities of any of its recognized providers or their coursework.

(4) Review a minimum sample of ten percent of all approved coursework offered by each recognized provider, but not less than one course per year, to determine compliance with section 65806. Report the findings of each review to the Department annually.

(5) Assure that all continuing education coursework offered by its recognized providers meets the continuing education requirements as set forth in section 65807.

(6) Provide attendance records of REHS participants upon request of the Department.

(f) Failure of an Accreditation Agency to meet the requirements of this article shall constitute cause for revocation of approval by the Department. Departmental action shall be in accordance with the administrative adjudication provisions of Chapter 4.5 (commencing with Section 11400) and Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

NOTE: Authority cited: Sections 106610 and 106705, Health and Safety Code.
Reference: Section 106705, Health and Safety Code.

Section 65807. Requirements for Recognized Providers

(a) An individual or organization seeking to provide continuing education courses, as a recognized provider shall apply in writing to a Department approved Accreditation Agency. The request shall include documentation of the following:

- (1) The organization's name, address, telephone number, and owner(s).
- (2) A plan demonstrating that the provider meets the requirements of section 65807(d).
- (3) The person designated by the organization to be responsible for overseeing the administration and coordination of continuing education courses.

(b) Upon receipt of written approval from the Accreditation Agency, a continuing education provider shall represent itself as a recognized provider.

(c) The recognized provider is responsible for assuring the educational quality of its coursework and shall demonstrate the ability to meet the following requirements:

(1) Topics and subject matter for continuing education shall be pertinent to the scope of practice as described in section 106615 (e) of the Health and Safety Code for a REHS. Topics and subject matters for continuing education shall include the following:

A. Food protection.

B. Solid waste management.

C. Liquid waste management.

D. Medical waste management.

E. Water supply.

F. Housing and institutions.

G. Bathing places.

H. Vector control.

I. Hazardous materials management.

J. Underground tanks.

K. Air sanitation.

L. safety and accident prevention.

M. Land development and use.

N. Disaster sanitation.

O. Electromagnetic radiation.

P. Milk and dairy products.

Q. Noise control.

R. Occupational health.

S. Rabies and animal disease control.

T. Recreational health.

U. Bioterrorism.

V. Emergency preparedness.

W. Lead poisoning.

X. Cardiopulmonary resuscitation.

Y. Epidemiology and communicable diseases.

Z. Public health.

AA. Environmental health administration and management.

(2) Each continuing education course shall have written educational goals and specific learning objectives.

(3) Speakers and instructors must have education, training, and /or experience in the topics and subject matter listed in subsection (c)(1).

(4) Each continuing education course shall have a syllabus that provides a general outline of the course. The syllabus shall contain at a minimum, the instructional objectives for each course and a summary containing the main points for each topic.

(5) All continuing education courses shall identify and document the functions of each speaker or instructor.

(6) Promotional materials and advertisements shall include sufficient information to determine:

A. the educational goals and specific learning objectives of the program.

B. the intended audience.

C. the speakers, instructors and their credentials.

D. the number of continuing education contact hours.

E. the name of the Accreditation Agency or recognized provider.

(d) Recognized providers shall evaluate the effectiveness of their continuing education programs to determine whether the program objectives required under section 65807(c) were met. This evaluation shall include a written evaluation by the participants, and/or pre- and post-examination(s).

(e) The recognized provider shall be required to maintain attendance records for five years of each participant in their continuing education programs.

(1) For live programs, acceptable documentation of participation includes attendance rosters, sign-in sheets, completed program evaluation forms, or signed verification forms.

(2) For home study, web based training and other mediated instructional approaches, acceptable documentation of participation includes the use of a post-testing procedure in which a pre-established proficiency level exists and certificates are awarded only upon attainment of the pre-specified minimum proficiency level.

(f) All recognized providers shall furnish certificates of completion to all successful participants. The certificate shall contain the name of the participant and name of the

provider, title of the course, number of contact hours, date of completion, course expiration date, course number and the name of the Accreditation Agency.

(g) All coursework shall be approved at least 15 days prior to the course being offered.

The proposed course will be submitted to the Accreditation Agency in accordance with the established requirements set forth in this section. A recognized provider's coursework shall be valid and accepted for three years following the initial presentation.

(h) Failure of a recognized provider to meet one or more of the requirements set forth in this section shall constitute cause for revocation of approval by the Accreditation

Agency. The Department shall have the final authority in cases of dispute regarding revocation. Departmental action shall be in accordance with the administrative adjudication provisions of Chapter 4.5 (commencing with Section 11400) and Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

NOTE: Authority cited: Sections 106610 and 106705, Health and Safety Code.
Reference: Section 106705, Health and Safety Code.

Section 65808. Provider Audit Requirements

(a) Upon request by the Department, the Accreditation Agency shall review selected approved course offerings. Within 15 days of receipt of written notification from the Accreditation Agency, the recognized provider shall submit all material requested by the Accreditation Agency to review the course. The materials shall include the name of the recognized provider, the course description and syllabus, educational goals and specific learning objectives, contact hours, evaluation method, promotional materials and advertisements, name and credentials of the speaker(s) or instructor(s), and past course evaluations and/or summary of pre and post examinations. The material shall be evaluated by the Accreditation Agency to determine whether the program meets the requirements in section 65807(c).

NOTE: Authority cited: Sections 106610 and 106705, Health and Safety Code.
Reference: Section 106705, Health and Safety Code.